

DOI Safety and Health Council Meeting
January 22-23, 2003

Wednesday, January 22, 2003

1. Linda Rowley opened the meeting, thanking the previous chair Dick Powell, for his leadership over the past year. The new vice-chair is Bruce Prater, and Mary Parkinson is the executive secretary of the DOI Safety Council.

Members Present:

Bruce Prater, BLM
Carl Messick, OS
Mary Parkinson, FWS
William Miller, USGS
Linda Rowley, USBR
Dick Powell, NPS
Diane Schmitz, MRPS
Bonnie Lightner, MMS
William Bass, OSM
Michael Kaas, MRPS (2ND day)

Invited Guests:

Harrison Daniel
Mike Trujillo (2nd day)

2. Information updates.

- Safety Performance Statistics. Diane Schmitz provided information packets.
- Annual Report. Draft report sent to Mike Kaas, who will provide the draft to the bureaus.
- FY01 Handbook Initiative. Project on track and in printing. Should be sent to bureaus by end of February.
- FY02 Aircraft Training Initiative. Diane will contact Bob Galloway for updated status report.
- FY02 Web Training Initiative. Bill Miller reported that the project is on staff. The review is in progress, to be followed by the audio portion, and expected to be on-line and ready for use by the end of March.
- FY03 SMIS On-line OWCP Initiative. Diane Schmitz provided information about on-line filing of compensation claims using SMIS. This is a work in progress, with Ken Rueff as lead. There are also plans to convene a joint safety and HR advisory group, but that is in the future.

3. Review of new initiative proposals for FY04.

- Bill Miller presented five proposals from USGS, including:
 - o DOI University web-based safety training.
 - o Underwater diving safety training.

- Safe use of hovercraft.
 - Safety procedures for operators and crews of research vessels.
 - Motorboat operator instructor certification courses.
- Diane Schmitz and Harrison Daniel discussed two proposals from MRPS, including:
 - Hearing Conservation Program.
 - SMIS reporting on palm pilots.
- Linda Rowley discussed two proposals from USBR, including:
 - Job hazard analysis
 - DOI safety and health career program plan

4. FY03 violence awareness/avoidance training initiative. Chuck Blome, USGS, briefed the Council on the status of the draft policy, firearms, use of pepper spray, and instructor courses. The draft policy has been coordinated with the law enforcement community and the next working group meeting will be held in March or April. The USGS has conducted a couple of instructor courses.

5. Linda Rowley summarized the Council's discussions and reviewed action items. The meeting adjourned at 3:40 p.m.

Thursday, January 23, 2003

1. The meeting convened at 8:30 a.m.
2. Harrison Daniel provided an update on the DOI Safety and Health Seminar, which will be held in Phoenix. The planning committee will be meeting with the Hyatt staff in Phoenix to do final negotiations and sign the contract. On-line registration should be available on SafetyNet around the second week in February. Plans are on track with the awards and awards ceremony, opening sessions, technical sessions, and displays. USGS, BLM, USBR, and NPS have agreed to find successful managers for the roundtable session. Another manager is needed for the best practices session. The Secretary has been invited for the opening session. Tabletop displays will take place on Tuesday and Wednesday. USBR, USGS, BLM, and NPS will have displays. In addition, there will be a safety information table about certifications, and one for SMIS. The conference fee is 250.00. Bureaus that will have meetings on Monday need to provide logistics information to Bonnie.
3. Mike Trujillo, DOI DASHO, spoke to the Council about his involvement in FACOSH and the new OSHA recordkeeping rule. He is vice chair of the FACOSH Council and chairing the recordkeeping work group. He will be attending a meeting in February with the other FACOSH members at the Department of Labor. Bruce Prater offered to provide an analysis of the recordkeeping rule if the requirements were imposed on federal agencies. Mike Trujillo was interested in reviewing the analysis and asked the Council if

anyone wanted to attend the meeting. The Chair asked if Bruce would attend the meeting with Mike Trujillo, and he agreed.

4. The Council had teleconferences with representatives from the watercraft and diving safety initiatives to get clarification and more information than provided in the proposal.

5. Discussion Items.

- Safety awareness week plans. Bureaus provided overview of safety awareness week plans. The question was asked: is there a theme? The theme is the same as the DOI Safety Seminar theme. Diane Schmitz is going to arrange a videotaping for the Secretary to send a message about safety awareness in the Department. Bureaus need to give Diane a count of videos needed.
- Human Capital Strategic Plan. Mike Kaas and Linda Rowley are on the DOI strategic planning committee. Mike provided input for safety and health program measurements in the plan.
- Council meeting locations. The next Council meeting will be in Phoenix in April, then Denver in July, and Reston in October for 2003.
- Serious Accident/Emergency Notification phone list. Mike Kaas provided phone numbers of people in MRPS to call about serious accidents. Sometimes the Department is not getting information in a timely manner and need to have answers when the Secretary calls to inquire. It is better to brief the Secretary before the staff reads about Interior-related issues in the press.
- Cell Phone Use. Dick Powell provided information about hazards associated with cell phone use in moving vehicles, citing several studies that indicate that distractions by conversations on cell phones are hazardous. Dick has coordinated with the National Highway Traffic Safety Administration concerning national policies.
- Wildland Firefighting CDL Waiver. The BLM waiver for firefighters who are under 21 to operate emergency vehicles has been approved for one year, provided that specified safety conditions have been met.
- Volunteer Safety. Diane Schmitz provided information about the number of volunteers and the jobs in the Department. Bruce Prater noted that BLM uses numerous volunteers and could not have many programs without the volunteers.

6. Mike Kaas presented two additional proposals from MRPS, including:

- o DOI safety and health awards.
- o Safety awareness campaigns.

7. Linda Rowley will send a summary table of the proposals to the Council members. The initiatives will be the primary topic of discussion at the next teleconference meeting on February 12. Council members should have consider the topics, ask questions, and discuss the proposals by email and be prepared to vote on the initiatives on the teleconference.

8. Bruce Prater reminded everyone that he is convening the awards committee to review the awards on February 24, so he must have them by the 20th.

9. Mary Parkinson will prepare an action item list and send the list electronically to each Council member.

10. The meeting concluded at 3:30. The next meeting will be the teleconference on February 12 to decide on initiatives, then teleconference on Feb 27 for awards.

Prepared by: //s// Mary Parkinson, February 13, 2003

Approved: //s//Linda Rowley, February 17, 2003